



MUHAMMAD UMER

DEO/OFF ADMIN & BIDDING EXPERT

Join Immediately

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Al- Quoz Dubai Uae

EDUCATION

Masters of Commerce
University of Peshawar PAK
2012-2013

Bachelor of Commerce
Govt College of Commerce PAK
2010-2011

EXPERTISE

Data Entry

Tendering/Bidding

Office Administration

Customer Care

REFERENCE

Mr. Atif Loddhi
DNATA AIRPORT SEREVICES UAE

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ABOUT ME

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a position in a company where I can launch my career and build a valuable skill set. Seeking a role in an MNC where I can upgrade my skills with time and take the company to the next level.

WORK EXPERIENCE

- **Jr.Executive (Data Entry Operator)** Jan 2018- Present

National Database & Registration Authority (NADRA)

Responds to requests to retrieve data from the database or electronic filing system.

Customer Services and Handle customer complaints regarding National Identity Card and Passport, provide appropriate solutions.

Transfers information from paper formats into computer files.

Decision making regarding genuine Pakistani via Interviewing.

Prepares, compiles, and sorts documents for data entry of National Identity Card and Passport

Perform high-volume data entry using National Database or the computer software.

- **Assistant Manager (Administration & Bidding)** 2015- 2018

Marks Razmak Industries PAK

Support the Administration Manager with responsibility for the overall management of administration activities of the organization.

Coordinate, plan and gather bid submission documents for tendering bidding activities, Tender Questionnaires and Pre-qualification.

Coordinate and harness the efforts of all involved departments relating to tendering-bidding activities and contract review.

Maintain contact with client/customers for feedback and to obtain client/customer satisfaction.

Interact and co-operate with the all members of the organization and its suppliers and clients/customers.

Responsible for incoming and outgoing mail, shipping and receiving.

Develop administrative staff by providing information and growth opportunities.

- **General Accountant** 2013 - 2014

Day to Day Stores PAK

Manage all accounting transactions.

Documents financial transaction by entering accounts information

Maintain sales, expense, vouchers & daily performance reports.

Preparation bank cheques to customers and handling petty cash.

Purchasing Office equipment and stationery.

Dealing with companies regarding garments consignments.

Preparation of staff salaries and loans in computer software.

Maintain attendance register of store staff.